



# CODE OF CONDUCT FOR IBRA-SPONSORED ACTIVITIES

The International Biomedical Research Alliance (“IBRA”) is committed to creating an inclusive and respectful environment where everyone feels valued and safe. This Code of Conduct outlines the expected behavior and standards for each participant in IBRA-sponsored activities (“Participant”) to ensure they can help represent the organization positively and uphold its values and reputation in all interactions and engagements. IBRA’s programs, events, and initiatives are designed to encourage individual growth, build social and professional networking relationships, and enrich the learning experience of participants to help further their successful development as aspiring biomedical research leaders. Connections made during IBRA-sponsored activities have led directly to opportunities for jobs, investments in entrepreneurial activities, donations to support student, alumni, and mentor research projects and programs, and lasting career mentorship relationships.

Given the profound impact of IBRA activities on the Participant and our organization’s efforts to promote their success, this Code of Conduct was created to provide a framework for clarifying and communicating the expected responsibilities of each Participant to help project a positive representation of themselves, their universities, organizations, and/or scholarship programs as well as IBRA.

Participants are encouraged to consider that their behavior, appearance, and manner of conduct may be perceived by host organizations, guests, distinguished scientists and leaders, and members of the general public as a reflection of:

- How seriously and respectfully the Participant consider the time, effort, and work of the host organization, speaker, etc.
- How seriously and respectfully the Participant considers their home organization/institution, and/or IBRA
- How seriously and respectfully the Participant considers their own time, effort, work and their affiliate
- How effective the Participant will be in a work environment or collaborative endeavor
- How the Participant has chosen to communicate their ethical standards and sense of integrity and gratitude for IBRA and any other sponsoring organization

Professionalism is paramount in all interactions and activities within IBRA. Participants are expected to conduct themselves professionally at all times, per ethical principles and



values, demonstrating honesty, transparency, and accountability in all dealings. This includes:

### **Attire and Personal Hygiene**

[Business professional attire](#) is encouraged for most events and activities, unless otherwise specified and in all settings attire with offensive language or images should be avoided. Personal hygiene (clean teeth, body, hair, nails, and clothing) is also critical for creating a comfortable environment for all Participants. Please ensure that you maintain good hygiene practices and allow ample time for preparation before attending events. If a Participant needs more clarification or has a significant financial challenge in complying, please reach out to discuss as the goal is to help in the full participation of our activities.

### **Compliance with Health and Safety Measures**

The health and safety of each Participant are of utmost importance to IBRA. Participants should prioritize the safety and well-being of all participants, including themselves. Those experiencing symptoms of a communicable disease, such as COVID-19, influenza, norovirus, etc., are asked to refrain from attending in-person events or activities until they have fully recovered or completed the recommended isolation period based on the policies of your home or host organization. Additionally, Participants are expected to comply with masking mandates and recommendations based on the local jurisdiction and/or venue policies which may include wearing masks in indoor settings or in crowded outdoor spaces, as required by law or venue regulations. These measures are essential for mitigating the spread of illness and ensuring a safe and welcoming environment for all Participants. Concerns or incidents should be promptly reported to designated organizers or staff members to assist with intervention to ensure the safety and well-being of each Participant.

### **Respectful Communication and Engagement**

Participants should treat other Participants, organizers, and staff with respect, kindness, and consideration, regardless of their background, identity, opinions, or abilities, including any disabilities. Participants should listen actively and engage in constructive, respectful, and courteous communication, with all Participants, organizers, and staff, whether in person, online, or via other channels.

Participants should avoid language or behavior that may be considered offensive, discriminatory, or harassing. Discrimination in any form based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, political beliefs, or socioeconomic background is not tolerated at any event or activity conducted or funded by IBRA and can



be cause for not only removal or exclusion from IBRA-sponsored activities, but also may be ground for additional repercussions by the host and/or home organization of the participant as required by local, regional, and/or national law as well as the policies and regulations of IBRA and/or the home organization. Some examples of undesirable or offensive behaviors (whether in person, online, or on social media):

- Sexual harassment or unwelcomed sexual behaviors
- Verbally abusive behaviors (threats, derogatory remarks, bullying, etc.)
- Direct or implied physical threats or violence

Participants are asked to refrain from engaging in physically confrontational or other disruptive behavior. Verbal conflicts or disagreements that arise should be handled professionally and constructively, seeking resolution through open dialogue, mediation, or other appropriate means, typically delayed until after the IBRA-sponsored activity has concluded.

### **Confidentiality**

Participants should respect the confidentiality of sensitive information and privacy, both in-person and online. This includes, but is not limited to proprietary information, personal data, and discussions held in confidence, and refrain from disclosing confidential information without proper authorization. Some host organizations may request that a non-disclosure or confidentiality agreement be signed as a condition of participation in the IBRA-sponsored activity and a failure to sign the agreement may result in exclusion from participation of a portion or all of the activity.

### **Timeliness and Reliability**

Participants should arrive punctually for scheduled events and activities, and fulfill commitments promptly. If unable to attend or fulfill obligations, communicate promptly and respectfully with relevant parties. If a Participant is unable to attend an event after registration, they must inform the organizer *at least 48 hours before the event*. A failure to provide adequate notice may be grounds for a request for compensation for Participant-related costs incurred. Health and family emergencies and illnesses may reasonably occur within the 48 hours before the event and thus absences and tardiness violations will be considered *on a case-by-case basis*. When an IBRA-sponsored activity includes pre-arranged travel if a Participant fails to arrive at the scheduled time to utilize the transportation provided, they will be expected to make alternative transport arrangements at their own expense. Routinely tardiness or absences may bar participation in future IBRA-sponsored events.



## **Alcohol and other Recreational Drugs**

Participants should never engage in IBRA-sponsored activities under the influence of alcohol or other recreational drugs such that the Participant is unable to comport themselves in a professional manner as described above. A failure to comport oneself professionally due to the influence of drugs is grounds for removal from participation in the activity. Unless explicitly stated in event communications, please do not bring your own alcohol.

Participants should also abide by the local, regional, and national laws regarding the age and type of alcohol and recreational drugs as well as the rules, guidelines, and other regulations for their host and home organization(s). In general, IBRA follows the policies for employees of the U.S. National Institutes of Health which notably does not permit the use of marijuana, regardless of local jurisdiction.

Some IBRA-sponsored activities feature dining experiences which may include alcohol, typically beer, wine, and related low-alcohol by volume beverages as part of pre-set menus. Participants are asked to avoid ordering hard-alcohol and alcohol-containing cocktails unless explicitly permitted by an IBRA employee or Board Member. Participants should use their judgment to drink responsibly, however guidance may be provided by IBRA or host organization staff as well as other Participants as to the amount and frequency of consumption to ensure a safe environment for all Participants. *When in doubt, Participants are encouraged to refrain entirely from the consumption of alcohol and participants will never be required to consume alcohol as a condition of participation in an IBRA-sponsored activity.*

## **Lodging**

For IBRA-sponsored activities that involve an overnight stay, lodging may be provided with typically two participants sharing one room, e.g. double room accommodations. Participants are asked to provide any special needs (including dietary) well in advance of the activity. If the safety of any participant is impacted by the lodging provided, Participants should notify the appropriate activity organizer who can assist in resolving the issue. Should a participant wish to remain in the location where an activity is taking place to visit family, colleagues, etc. IBRA is not able or willing to provide additional lodging required outside of what is required for participation in the IBRA-sponsored activities.



### **Consequences of Violations**

Violation of this Code of Conduct may result in consequences, including but not limited to verbal warnings, expulsion from the event or activity, and prohibition from future participation. Organizers reserve the right to take appropriate action based on the severity and nature of the violation.

### **ACKNOWLEDGMENT**

**By participating in IBRA-sponsored events and activities, each Participant acknowledges that they have read, understood, and agree to abide by this Code of Conduct.**

Questions, concerns and feedback should be sent to [info@biomedalliance.org](mailto:info@biomedalliance.org).